

July 17, 2017 / 9:30 a.m. / Wooderson ROOM

**ATTENDEES** Marta, Brian, Jan, Albert, Lindsay, Julie, Jyl, Armina, Tracie, Holly and Jason

**Absent:** Tammara, Sarah,

AGENDA w/ notes:

**New Business**

**HR information** - Jason shared July 1 changes.

Jason introduced he is traveling with Kenda to field offices to share and is including us since we last heard in June at our bureau meeting.

Some staff are no longer eligible for overtime. No longer comp time either. Work 40 hours within pay week. If over 40 in a week, you are basically donating or need to adjust within payweek.

Deferred comp dollar for dollar match up to \$75 is still the same.

Layoff procedure goes by classification and years of service points with IPPE points calculated together for retention score.

Transfers are no longer allowed. Only way now is to apply for position if in same classification.

Discipline- eliminated a step (10 day step).

Within grade step increase as long as have annual performance review on file that meets expectations. Employee also responsible to make sure to have on file in addition to supervisor. Prior to July 1 pay step increase was automatic and now manual with Jason entering in the system for increases. Timeliness for annual performance review is considered good within a month after the 12 months due for annual review.

State of Iowa handbook on holidays states 8 hours or whatever scheduled hours are holiday day. However, for IVRS, holiday pay is approved by DAS for 8 hours only. Each pay week with holiday everyone is required to work 8 hour days that week to be more fair with holiday hours.

Since several Financial staff missed the June bureau meeting, Jason went over what covered in June. Related to pay increases based on meets/exceeds performance reviews: IVRS meets/exceeds lumped together for pay increase and giving status quo 4.5% raises this year for those eligible for step increases. Promotions also get pay increase and again after 6 months.

IUP no longer has IUP leave that they used to so also get 40 hours family care leave like rest of IVRS staff already do. AFSCME and all only get 40 hours family care each year with no rollover.

Benefits – Jason’s opinion all is will stay the same until next open enrollment in October for January calendar year changes. Only change right now would be if fiscal staff promote, demote or reclass to different union (IUP). Jason explained wellness program for lower health insurance premiums employee share– biometric screening and then online health assessment questionnaire. Also randomly selected for health coaching for the year (10 telephonic coachings for the year). This may be what comes up for all staff in CY 2018 so maybe all employees noncontract and contract will do during open enrollment. Deadlines are very important so you must be sure to meet them – 20% versus 15% employee pay health insurance. Start look online DAS website to see what the noncontract insurance premiums currently are for idea to plan for CY2018.

Jason not sure about whether there are changes in double-spouse health insurance.

Within discipline and grievance, union representation is not required or available, but rather peer co-worker assistant to sit in on meeting for employee to request of supervisor. The requested peer assistant has option to say no when supervisor asks. Peer representative provides employee support in the meeting, not does run the meeting. Past State’s position was for management to prove just cause for discipline and now it’s the employee’s burden to prove why they should not be disciplined.

COLA July 1, 2017 and 2018 still bargained for and left in contract. Only AFSCME and noncontract got COLA. IUP adjusted to same leave accrual as rest of us (sick and vacation leave).

SLIP is still in the contract. Not sure about next legislative session.

Severe weather emergency closures – as of July 1, 2017 when no alternative work location available, all employees will be in paid status.

**Staff highlight for monthly briefing-** David wants to spotlight a Financial staff member each month. Only requires 5-10 minutes answering questionnaire which will be incorporated into a “story” for the briefing. First one is due Thursday. Reverse seniority order? Agreed for Lindsay to be highlighted this month. Next month will be between Albert and Sarah with opposite in September, then Armina in October and so on until Jan is the last one.

**SFY17 close out** – no comments or questions shared in this meeting.

**Workload covering Sarah’s tasks –**

- filing operating claims – revert to each processor file their own.
- PRODs – file drawer full so Josh started putting PRODS on top of cabinet. Someone needs to make another drawer space available otherwise we have to lock up the PRODS somewhere else each night.
- ASBFinancial email account – Several watching. Make sure to reply to requestor within day.
- Everyone is pitching in with sorting mail. Mail distribution list – including path with the meeting notes: Vrdsmfs2\ivrs\DSM\FISCAL\SHARED\INSTRUCTIONS\for sorting and distributing mail newest.

**NEXT MONTH'S AGENDA to prepare for August 21**

- Reports on ACTION ITEMS from 6/19/17:
  1. Approval level opportunities with I/3 for more efficiencies – Jan
  2. I/3 emails regarding CRs approved at TOS – who will research?
  3. Processors test using warehouse pending document report (FR045/46)
- SFY17 year end close issues
- ECM - Scanning naming conventions & records retention
- Financial tasks & back ups spreadsheet?
- ?